

ROADMAP FOR USE OF CONTRACT 8111-4/11-1 PROMOTIONAL ITEMS

The purpose of this Invitation to Bid is to pre-qualify Bidders for future bidding through the submission of documents and forms which verifies that the Bidder meet or exceed minimum criteria. All bidders which meet or exceed the criteria established in the Invitation to Bid shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of purchasing Promotional Items, Trophies, Plaques, and Award Ribbons.

Procedures for User Department (GSA)

It is the intent of this bid to qualify a group of bidders who are capable of providing new Promotional Items, Trophies, Plaques, and Award Ribbons in a timely manner.

Award of this contract will be made to all responsive, responsible bidders by manufacturer's line and catalog as listed in Section 3.0, paragraph 3.2, & 3.3, and who meet or exceed the minimum criteria as established below. These awarded bidders shall be pre-qualified to participate in spot market purchases as required by the County on a periodic basis. When such spot market purchases are identified, the awarded bidders shall be invited to offer a specific purchasing period. The Bidder offering the lowest price shall be awarded the purchase for the specific period. The award to one Bidder for that quote does not preclude the ability of the remaining pre-qualified Bidders from submitting offers for other quotes.

It is possible for a bidder to be included on more than one manufacturer's line and catalog.

It shall be the sole prerogative of the County as to the number of awarded vendors on this contract. During the term of this contract, the County reserves the right to add all qualified vendors to the pool or delete vendors, and manufacturer as deemed necessary and in its best interest. If the County elects to add vendors and/or manufacture promotional items, trophies, plaques, and award ribbon, they must also meet the criteria as specified in the solicitation.

ORDER PROCESSING

All vendors which are listed in the prequalification pool which are listed under the Manufacturer's line will be contacted to obtain price quotations for the procurement of Promotional Items, Trophies, Plaques and Award Ribbons. The award will be given on an item by item basis to the lowest responsive, responsible bidder.

Where it is determined that there is a tie between two or more bidders for the award of a quote, the award will be made in accordance with County ordinances and policies.

An order is defined by one or more items, as listed in the quote. The lowest responsive, responsible bidder within the contacted group will be awarded the order. If one or more items on an order are determined to be unavailable from a bidder who has offered the best and lowest pricing for that order, the entire order may then be placed with the vendor with the best pricing who is able to completely fill the entire order. An item will be determined to be unavailable if a vendor is unable to deliver that item within the period specified in the departments' Request for Quote Form.

QUOTE PROCEDURES:

All vendors per manufacturer line will be contacted for quotes on an as needed when needed basis. Each quotation request will include the following: quantity and items to be purchased; due date, time and location for delivery of supplies; due date and time for quotation submittal and any other special instructions. Facsimiles are acceptable, unless the request for quotation requires sealed quote responses.

Pre-qualified Bidders will be solicited for price and availability of items as needed. A Request for Quote will be faxed to the approved bidders who indicated on the pre-qualification form the items they can supply. Facsimile quotes must be faxed back within four (4) hours of receiving the request from the County. For quotes requested between 3:00 p.m. and 4:00 p.m. EST, responses are due by 9:00 a.m. EST of the next day. If required, the County will note special shipping requirements. In those cases, the prices quoted by the bidders shall be inclusive of any additional shipping cost. The successful bidder(s) shall be notified of their award. Deliveries shall be invoiced against existing blanket purchase orders.

No quotes are necessary for purchases under \$500.00. *During emergency situations, geographic location and/or delivery requirements may determine award.*

SAMPLES MAY BE REQUIRED:

There may be times when departments required bidders to submit a sample for the goods to supply for evaluation to determine the successful bidder, and at no cost to the County. When samples are required, the Department shall specify "Samples Are Required for Evaluation" on quote form. When bidders fails to submit samples, department may notify the bidder in writing and specified date/time when to submit samples. When bidder failed to comply within the specified date/time, bidder quote shall be deemed non-responsive. All samples shall become the property of Miami-Dade County.

ART WORK

When requesting quotes the department approved artwork shall be sent via Electronic mail and should state that the artwork has been approved by the Department Representative. Pre-qualified bidders are not allowed to accept artwork from any other source other than the requesting department. If artwork is accepted from an outside source, then the Bidder shall bear all cost incurred if the product is rejected by the department for having the incorrect artwork. If the Department itself submits the incorrect artwork to the Pre-qualified Bidder then the Department shall be responsible for all cost incurred for the filled order as well as any additional orders.

PRODUCT RETURNS:

The County may elect to return to a vendor a purchased item within thirty (30) days of receipt and acceptance of that item by the County. Items, with the exception of logo items, will be returned in their original cartons, and packing material with all original documentation. The vendor may supply a pre-authorized return receipt for returned items.

If an item (including logo items) is returned because it does not meet performance or functional specifications as promised by the product's manufacturer, then all return costs will be borne by the vendor. The department may return items for reasons other than those mentioned above. In these cases, the department will determine a reasonable re-stocking fee. This restocking fee shall not exceed 5% of the cost of the item being returned. When there is discrepancies in the artwork, department and the vendor shall follow the provision outlined in paragraph 2.6 "Artwork."

User Department Responsibility:

It is the responsibility of the user Department Director to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Department of Procurement Management, Audit and Management, and the Office of the Inspector General.

Record Retention:

For each purchase order under the Contract, the user department shall maintain a record of the purchase including: all quotes sought, all quotes obtained, the Purchase Order and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit.

Applicable Ordinances

Please note that all County procurement legislation and legal requirements apply to this contract and to the solicitation and award of each Purchase Order, including the SBE Preference, Local Preference, (which now must also be applied to Broward County vendors), the Cone of Silence, UAP and Inspector General Fees shall be applicable to each solicitation issued under this contract.